



Transportation  
Security  
Administration

PENGAD 800-631-6989

DEPOSITION  
EXHIBIT  
10/24/17

SENSITIVE SECURITY INFORMATION

## PAX2 Divestiture Officer On the Job Training (OJT) Checklist

Shading	Key	Indication
		Task must be reviewed and/or demonstrated to proficiency and a date placed in the box to indicate TSO met standards.
		Indicates task may not be observable (and does not require a live demonstration), however the OJT Monitor must ensure the TSO can articulate and/or demonstrate the procedure.

TSO Name:	Michael Polson	Airport:	IAD
TSO ID:	Cynthia Manning	OJT Hours:	10
OJT Monitor:	Jermaine Tyrell	OJT Start Date:	15 Dec 2015
		OJT Completion Date:	07 Jan 2016

Review of Task: The OJT monitor and trainee will discuss and/or demonstrate each task. The OJT monitor places a date in this column to indicate that the trainee has attained requisite knowledge and is ready to be placed in the screening function in a monitored status.

Meets Standards: The trainee will conduct the procedure and the OJT monitor will observe and certify that the trainee has demonstrated the required task to standards.

TSO Tasks		I. General Responsibilities		Review of Task		Meets Standards		Comments	
A.	Define and locate the entrance to the security screening checkpoint.								
B.	Control the flow of individuals into the screening checkpoint in a manner that neither overcrowds the screening checkpoint nor unduly slows the screening process.								
C.	Engage approaching individuals with direction on proper divestiture procedures.								
D.	Answer security-related questions.								
E.	Manage and allow the movement of individuals from the public area to the sterile area.								
F.	When assigned to an Advanced Imaging Technology (AIT) lane, rotate as part of the AIT rotation.								
G.	Assist individuals in divesting items for x-ray screening and help prepare them for the screening process.								
H.	Do not require individuals to remove prosthetic devices at any time during the screening process.								
I.	Allow individuals to voluntarily remove prosthetic devices to avoid undergoing additional screening.								
1)	Allow individuals who voluntarily remove prosthetic devices to transit the Walk-through Metal Detector (WTMD) by hopping, if the removal of their prosthetic deems this action necessary.								
J.	Monitor and manage the AIT and WTMD queue to include directing individuals to the WTMD during peak operational periods.								
1)	An individual can request to be screened by the AIT when he or she would have otherwise undergone WTMD screening, providing the individual is eligible for AIT screening as described in the Standard Operating								

TS/SA-000142



Transportation  
Security  
Administration

SENSITIVE SECURITY INFORMATION

**PAX2 Divestiture Officer  
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TSO Tasks		Review of Task	Meets Standards	Comments
<b>Procedures (SOP).</b>				
a. Allow that request and direct the individual to the AIT.				
K. If applicable, correctly operate all communication equipment associated with the Divestiture Officer (DO) function (e.g., radios and phones).				
<b>II. Advisements</b>				
A. Instruct individuals on what to divest.				
B. If an individual opts out of AIT Screening, advise the individual of the following option:				
1) "To ensure the same level of screening, we will conduct a pat-down. The pat-down will cover sensitive areas, including the upper inner thigh area. Which would you prefer?"				
C. If the individual decides to undergo AIT Screening, allow him or her to do so.				
D. Direct individuals who opt out of the AIT to a Dynamic TSO.				
E. Advise individuals that they should divest their wallets and bulky necklaces or necklaces with large pendants that could cause an anomaly in the AIT image and that they may hold the item(s) in their hand during AIT Screening. (Do not ask individuals to divest wallets, necklaces or other jewelry that is not bulky).				
1) If the individual declines, explain that by not removing the wallet or necklace, he or she may be required to undergo additional screening because the wallet or necklace may be viewed as an anomaly.				
F. Recommend to individuals that belts be removed.				
1) If the individual declines, explain that by not removing a belt, he or she may be required to undergo additional screening because the belt may be viewed as an anomaly.				
G. All removed items must be X-rayed (if available).				
1) Physically inspect items such as loose change, paper clips, some belts, hair clips, thin wallets, currency or credit cards, and necklaces.				
H. Inform individual that thin wallets and necklaces removed and held in the individual's hand during AIT Screening may also be physically inspected.				
I. Individuals eligible for expedited screening are not required to undergo AIT screening and must be directed to the WTMD for screening. An adult carrying an infant or toddler may not undergo AIT screening.				
1) If individuals undergoing expedited screening opt into AIT screening, they are not required to remove their footwear, headwear, or light outer garments.				
J. Individuals older eligible for expedited screening are not required to divest footwear, headwear, and light, outer garments for WTMD or AIT screening except for alarm resolution.				

\*\*\*\*\*THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTY OR OTHER ACTION FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE IS GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.

Version 1.5

TSА-000143



Transportation  
Security  
Administration

SENSITIVE SECURITY INFORMATION

PAX2 Divestiture Officer  
On the Job Training (OJT) Checklist

Key	
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TSO Tasks		III. Customer Service		Review of Task	Meets Standards	Comments
A. Communicate with all individuals in a manner consistent with Transportation Security Administration (TSA) customer service expectations.						

Note: The DO does not need to be a certified TSO, unless the lane has an AIT unit. When assigned to a lane with an AIT unit, the DO is part of the AIT rotation and must be AIT certified. However, a Federal Security Director (FSD) may authorize the use of a trained, but non AIT certified TSO as a DO under exigent circumstances. If your airport does not deploy a DO, the tasks on this checklist become part of the function of the WTMMD Monitor. The two hours of observation time are already incorporated into the WTMMD Checklist. This checklist must be completed along with the WTMMD Checklist. The OJT Monitor should make an annotation on the top of each checklist indicating the combination of functions.

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Version 1.5

TSA-000144



Transportation  
Security  
Administration

SENSITIVE SECURITY INFORMATION

PAX4 Standard Pat-Down (SPD)  
On the Job Training (OJT) Checklist

Key	
Shading	Indication
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	Indicates task may not be observable (and does not require a live demonstration), however the OJT Monitor must ensure the TSO can articulate and/or demonstrate the procedure.

TSO Name:	Michael Polson	Airport:	IAD
TSO ID:	Cynthia Manning	OJT Hours:	10
OJT Monitor:	Jermaine Tyrell	OJT Start Date:	15 Dec 2015
		OJT Completion Date:	07 Jan 2016

**Review of Task:** The OJT monitor and trainee will discuss and/or demonstrate each task. The OJT monitor places a date in this column to indicate that the trainee has attained requisite knowledge and is ready to be placed in the screening function in a monitored status.

**Meets Standards:** The trainee will conduct the procedure and the OJT monitor will observe and certify that the trainee has demonstrated the required task to standards.

TSO Tasks		Review of Task		Meets Standards		Comments	
I. Preparation and Positioning							
A.	If the individual to be searched is traveling with a minor, do not separate him or her from the minor.	07 JAN 2016	07 JAN 2016				
B.	If the individual to be searched is a minor, an adult witness with a connection to the minor (parent, guardian, aircraft operator escort, etc.) must be present during the search.	07 JAN 2016	07 JAN 2016				
C.	If the search is conducted in a private screening area, carry all of the individual's screened accessible property to the private screening area.	07 JAN 2016	07 JAN 2016				
D.	Do not allow the individual access to the property until the Standard Pat-down is complete and the individual is cleared.	07 JAN 2016	07 JAN 2016				
E.	Allow the individual to have another individual present, if requested.	07 JAN 2016	07 JAN 2016				
F.	Make every effort to position the individual so that he or she can see his or her accessible property, if applicable.	07 JAN 2016	07 JAN 2016				
G.	Put on a new pair of Transportation Security Administration (TSA)-issued gloves.	07 JAN 2016	07 JAN 2016				
II. Assessment and Advisements							
A.	Advise the individual of the need to conduct the search and describe the process.	07 JAN 2016	07 JAN 2016				
B.	Use a hands-off demonstration of the sensitive area search procedures, and include an advisement that it will be necessary to touch sensitive areas of the body, and that the back of the hand will be used. For males this includes the groin and buttocks. For females this includes the groin, buttocks, and breasts.	07 JAN 2016	07 JAN 2016				

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Version 1.7

TSА-000145



Transportation  
Security  
Administration

SENSITIVE SECURITY INFORMATION

**PAX4 Standard Pat-Down (SPD)  
On the Job Training (OJT) Checklist**

Key	
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TSO Tasks		Review of Task	Meets Standards	Comments
C.	When demonstrating the pat-down procedure of the upper, inner thigh area, demonstrate the procedure in the air – not on the individual or on a Transportation Security Officer (TSO).	07 JAN 2016	07 JAN 2016	
D.	For those individuals eligible for expedited screening and others who must be searched using the Modified Standard Pat-down, modify the advisement and hands-off demonstration of the upper inner thigh area search accordingly.	07 JAN 2016	07 JAN 2016	
E.	Offer the individual a private screening. 1) Always have a TSA-provided witness of the same gender as the individual (such as a TSO, Supervisory Transportation Security Officer (STSO), Federal Security Director (FSD) staff member, Law Enforcement Officer (LEO), aircraft operator representative, or airport employee) present in the private screening area. If a witness of the same gender as the individual is not available, follow opposite gender screening procedures.	07 JAN 2016	07 JAN 2016	
F.	If the individual is unable to walk or stand for the duration of a Standard Pat-down, follow the procedures for screening an individual with a disability.	07 JAN 2016	07 JAN 2016	
G.	Assess the individual for items that must be divested before beginning the search.	07 JAN 2016	07 JAN 2016	
H.	Advise the individual to remove all items from all pockets (not just metallic items), as well as belts, shoes, wallets, and jackets. 1) Small items divested such as loose change, paper clips, hair clips, and some belts may be physically inspected by the TSO rather than submitted for x-ray examination. 2) Thin wallets and necklaces removed and held in the individual's hand during Advanced Imaging Technology (AIT) screening may also be physically inspected. 3) If an x-ray is not available (for example, a pat-down conducted as part of gate screening), physically inspect items.	07 JAN 2016	07 JAN 2016	
I.	If an individual is wearing non-form fitting headwear, advise the individual of the need to conduct headwear screening procedures and what screening options are available.	07 JAN 2016	07 JAN 2016	
J.	Ask the individual if he or she has any areas on his or her body that may be sensitive or painful if touched, or if he or she is wearing any external or implanted medical devices. 1) If such sensitive or painful areas exist, use caution and clear the area of prohibited items.	07 JAN 2016	07 JAN 2016	
K.	Always advise an individual before pulling or tugging on an article of clothing.	07 JAN 2016	07 JAN 2016	
L.	Advise the individual to stand with his or her feet shoulder width apart and his or her arms outstretched and palms upward, unless he or she is wearing a skirt or a dress. Advise an individual wearing a skirt or a dress to stand in the step forward method stance.	07 JAN 2016	07 JAN 2016	

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Version 1.7

TSA-000146



Transportation  
Security  
Administration

SENSITIVE SECURITY INFORMATION

## PAX4 Standard Pat-Down (SPD) On the Job Training (OJT) Checklist

Key	
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TSO Tasks		Review of Task		Meets Standards	Comments
III. Standard Pat-down General Techniques					
A.	Unless specifically directed otherwise in these procedures, for all areas, use the front of the hands (palm and fingers) in a sliding motion.	07 JAN 2016	07 JAN 2016		
B.	When searching sensitive areas, use the back of the hand. Sensitive areas for females include the breasts, groin, buttocks, and upper inner thigh. Sensitive areas for males include the groin, buttocks, and upper inner thigh.	07 JAN 2016	07 JAN 2016		
C.	Apply enough steady pressure to make sure that no item, including an explosive, explosive vest, large non-metallic weapon, or any other prohibited item is hidden in the area being searched. The exact amount of pressure is dependent on the thickness of the clothing worn by the individual being searched.	07 JAN 2016	07 JAN 2016		
D.	To ensure complete coverage	07 JAN 2016	07 JAN 2016		
E.	Always look at the area being searched for prohibited items that may be hidden	07 JAN 2016	07 JAN 2016		
F.	Items such as watches and jewelry may be visually and/or physically inspected.	07 JAN 2016	07 JAN 2016		
G.	While conducting the pat-down, communicate the steps of the pat-down to the individual.	07 JAN 2016	07 JAN 2016		
H.	Always advise the individual of the need to pat-down an area before touching them.	07 JAN 2016	07 JAN 2016		
IV. Conducting the Standard Pat-down					
A.	Begin the search while standing behind the individual.	07 JAN 2016	07 JAN 2016		
B.	Visually examine the head area. If necessary, conduct a pat-down (patting motion – not sliding), to decide whether the individual's head is free of hidden prohibited items. For example, some elaborate hair styles and form-fitting headwear may require a pat-down.	07 JAN 2016	07 JAN 2016		
1)	Use one or both hands to pat-down any areas of the head covered by hair that could hide a prohibited item.	07 JAN 2016	07 JAN 2016		
2)	Apply enough pressure to verify that no prohibited items are present.	07 JAN 2016	07 JAN 2016		
C.	Search the collar by pulling it forward (away from neck) and squeezing it between the thumb and forefingers.	07 JAN 2016	07 JAN 2016		
1)	Begin at the center of the collar and slide the hands in opposite directions toward the front of the collar.	07 JAN 2016	07 JAN 2016		
2)	If unable to clear the entire collar while positioned behind the individual, clear the front of the collar while searching the front of the individual.	07 JAN 2016	07 JAN 2016		
D.	Starting with the underarm and arm, search the back of the body using a sliding motion.	07 JAN 2016	07 JAN 2016		
1)	Place one hand on top of the shoulder and the other hand touching the underarm at the armpit.	07 JAN 2016	07 JAN 2016		
2)	Slide both hands towards the wrist.	07 JAN 2016	07 JAN 2016		
3)	Conduct as many slides as necessary to completely search the arm.	07 JAN 2016	07 JAN 2016		





Transportation  
Security  
Administration

SENSITIVE SECURITY INFORMATION

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TSO Tasks		Review of Task		Meets Standards	Comments
a.	Visually inspect unclothed arms and hands.	07 JAN 2016	07 JAN 2016		
b.	Visually and physically inspect items such as watches, bracelets, and rings.	07 JAN 2016	07 JAN 2016		
4)	Repeat the process for the other arm.	07 JAN 2016	07 JAN 2016		
E.	Back: Begin at the top of one shoulder and slide one or both hands downward over the back, ending just below the waistline, without touching a sensitive area.	07 JAN 2016	07 JAN 2016		
		07 JAN 2016	07 JAN 2016		
		07 JAN 2016	07 JAN 2016		
3)	Repeat the process for the other side, starting at the shoulder.	07 JAN 2016	07 JAN 2016		
F.	Slide the hands down the individual's sides from the armpits to just below the hips. Use one hand or both hands at the same time.	07 JAN 2016	07 JAN 2016		
G.	Waistline (back of body): If the individual's shirt is covering the waistband, ask him or her to raise and hold the shirt just enough to allow the search of the waistline.	07 JAN 2016	07 JAN 2016		
1)	search the entire waistband by pinching it between the thumb and forefingers and sliding to the other side seam of the waistband.	07 JAN 2016	07 JAN 2016		
2)	To clear the clothed area behind the waistband, gently pull the waistband outward enough to use the front of one hand in a sliding motion to search the individual's clothed body behind the waistband. Do not touch bare skin.	07 JAN 2016	07 JAN 2016		
a.	If [redacted] turn the waistband outward and search the entire waistband by pinching it between the thumb and forefingers. Use the front of one hand in a sliding motion to search the individual's clothed body behind the waistband. Do not touch bare skin.	07 JAN 2016	07 JAN 2016		
b.	If [redacted] slide along the outside of the waistband with the front of the hand.	07 JAN 2016	07 JAN 2016		
H.	Buttlocks: If the individual's pants are loose and baggy, ask him or her to grasp the pleats or belt loops and raise the pants as high as possible. If a disability or medical condition prevents an individual from doing this unassisted, ask for the individual's permission before assisting to raise the pants.	07 JAN 2016	07 JAN 2016		
1)	Use the back of the hands to conduct multiple downward slides on the buttocks starting at the waistband and continuing to the lower contour of the buttocks, covering from one side seam to the opposite side seam.	07 JAN 2016	07 JAN 2016		

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TSA-000148



Transportation  
Security  
Administration

SENSITIVE SECURITY INFORMATION

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TSO Tasks		Review of Task		Meets Standards	Comments
I. Legs (back of body): If the individual's pants are loose and baggy, ask him or her to grasp the pleats or belt loops and raise the pants as high as possible. If a disability or medical condition prevents an individual from doing this unassisted, ask for the individual's permission before assisting to raise the pants. If the individual is wearing a flowing skirt, contour the skirt fabric to the individual's body.	1) With the palms touching the legs, place one hand on the upper outer thigh and the other hand on the upper inner thigh.	07 JAN 2016	07 JAN 2016		
	2) Carefully move the hand on the inner thigh upward until body resistance is met (where the leg and torso meet).	07 JAN 2016	07 JAN 2016		
	3) Slide hands down the sides of the leg to the ankle.	07 JAN 2016	07 JAN 2016		
	4) a. Do not reach around to the front of the leg.	07 JAN 2016	07 JAN 2016		
	5) Repeat the process for the other leg.	07 JAN 2016	07 JAN 2016		
	J. After searching the back and side areas of the individual, advise the individual to lower his or her arms and move to the front side.	07 JAN 2016	07 JAN 2016		
	K. Search the front of the body using a sliding motion.	07 JAN 2016	07 JAN 2016		
	L. Collar (front of body): Complete searching the collar, as necessary.	07 JAN 2016	07 JAN 2016		
	M. Front torso down to waist: Begin at the top of the shoulder and slide either one or both hands downward over the torso ending just below the waistline, without touching a sensitive area.	07 JAN 2016	07 JAN 2016		
	1) [REDACTED]	07 JAN 2016	07 JAN 2016		
N. Breasts: When searching females, slide the front of the hand down to where the top of the breast begins.	2) [REDACTED]	07 JAN 2016	07 JAN 2016		
	1) Press the outer side of one hand between the breasts and slide it down and underneath the breast in one motion. The back of the hand must be the portion of the hand that comes into contact with the sides of the breast.	07 JAN 2016	07 JAN 2016		
O. Waistline (front of body): If the individual's shirt is covering the waistband, ask him or her to raise and hold the shirt just enough to allow the search of the waistline.	2) Repeat on the other side.	07 JAN 2016	07 JAN 2016		
	3) Using downward sliding motions with the front of the hand, search the remainder of the front torso below the breast area ending just below the waistline, without touching a sensitive area.	07 JAN 2016	07 JAN 2016		
1) [REDACTED]	search the entire waistband by pinching it between the thumb and forefingers and sliding to the other side seam of the waistband.	07 JAN 2016	07 JAN 2016		





Transportation  
Security  
Administration

SENSITIVE SECURITY INFORMATION

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TSO Tasks		Review of Task		Meets Standards	Comments
2)	To clear the clothed area behind the waistband, gently pull the waistband outward enough to use the front of one hand in a sliding motion to search the individual's clothed body behind the waistband. Do not touch bare skin.	07 JAN 2016	07 JAN 2016		
a.	If [redacted] turn the waistband outward and search the entire waistband by pinching it between the thumb and forefingers. Use the front of one hand in a sliding motion to search the individual's clothed body behind the waistband. Do not touch bare skin.	07 JAN 2016	07 JAN 2016		
b.	If [redacted] slide along the outside of the waistband with the front of the hand.	07 JAN 2016	07 JAN 2016		
P.	Groin area: If the individual's pants are loose and baggy, ask him or her to grasp the pleats or belt loops and raise the pants as high as possible. If a disability or medical condition prevents an individual from doing this unassisted, ask for the individual's permission before assisting to raise the pants. Search either one side or both sides at the same time.	07 JAN 2016	07 JAN 2016		
1)	For males and females, use the back of both hands, held horizontally, to slide along the sides and within 1 inch of the "zipper line."	07 JAN 2016	07 JAN 2016		
2)	Make every effort not to touch the "zipper line."	07 JAN 2016	07 JAN 2016		
Q.	Legs (front of body): If the individual's pants are loose and baggy, ask him or her to grasp the pleats or belt loops and raise the pants as high as possible. If a disability or medical condition prevents an individual from doing this unassisted, ask for the individual's permission before assisting to raise the pants. If the individual is wearing a flowing skirt, contour the skirt fabric to the individual's body.	07 JAN 2016	07 JAN 2016		
1)	With the palms touching the legs, place one hand on the upper outer thigh and the other hand on the upper inner thigh.	07 JAN 2016	07 JAN 2016		
2)	Carefully move the hand on the inner thigh upward until body resistance is met (where the leg and torso meet).	07 JAN 2016	07 JAN 2016		
3)	Slide the hands down the sides of the leg to the ankle.	07 JAN 2016	07 JAN 2016		
4)	Conduct several slides to make sure to cover the entire front of the leg.	07 JAN 2016	07 JAN 2016		
5)	Repeat the process for the other leg.	07 JAN 2016	07 JAN 2016		
R.	Feet: Visually inspect the tops of bare feet.	07 JAN 2016	07 JAN 2016		
1)	Search feet with socks by placing one hand on top of the foot, curling fingers around the sides of the foot [redacted]	07 JAN 2016	07 JAN 2016		



Transportation  
Security  
Administration

SENSITIVE SECURITY INFORMATION

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TSO Tasks		Review of Task	Meets Standards	Comments
2) If the individual is unable to remove his or her shoes, follow the procedures for individuals with disabilities and medical conditions.		07 JAN 2016	07 JAN 2016	
S. Explosive Trace Detection (ETD) of Gloves		07 JAN 2016	07 JAN 2016	
1) If the ETD does not alarm, the individual is clear.		07 JAN 2016	07 JAN 2016	
2) If the ETD alarms, notify the STSO.		07 JAN 2016	07 JAN 2016	
T. If a TSO has articulable belief that an individual may be secreting a prohibited item in a sensitive area that cannot be resolved using a Standard Pat-down, notify the STSO.		07 JAN 2016	07 JAN 2016	
U. After all areas of the body have been searched, all suspicious areas or alarms have been cleared, an ETD of Gloves and there is no alarm or any alarm has been cleared, the individual may be permitted to enter the sterile area or onboard an aircraft. Remind the individual to collect his or her screened personal property from the x-ray belt or private screening area, if applicable.		07 JAN 2016	07 JAN 2016	
V. Individuals Exempt from Standard Pat-down				
A. For those individuals eligible for expedited screening and others who must be searched using the Modified Standard Pat-down, modify the leg area search as follows:		07 JAN 2016	07 JAN 2016	
1) With the palms touching the legs (front or back), place one hand on the upper outer thigh and the other hand on the upper inner thigh		07 JAN 2016	07 JAN 2016	
2)		07 JAN 2016	07 JAN 2016	
3) Slide the hands down the sides of the leg to the ankle.		07 JAN 2016	07 JAN 2016	
4) Conduct several slides to make sure to cover of the entire front of the leg.		07 JAN 2016	07 JAN 2016	
5) Repeat the process for the other leg.		07 JAN 2016	07 JAN 2016	
B. For those individuals eligible for expedited screening and others who must be searched using the Modified Standard Pat-down, modify the waistline area search as follows:		07 JAN 2016	07 JAN 2016	
VI. Individuals Wearing Skirts or Dresses				
A. Advise an individual wearing a skirt or dress to stand in the Step Forward Method Stance. If the skirt is loose or has an elastic waistband, ask the individual to hold on to the waistband.		07 JAN 2016	07 JAN 2016	
B. Contour the skirt fabric to the individual's body to enable the pat-down.		07 JAN 2016	07 JAN 2016	
C. Individuals wearing light skirts should be searched as thoroughly as possible without touching unclothed areas.		07 JAN 2016	07 JAN 2016	
D. Instruct the individual to stand in the positions described below to allow screening the individual's legs.		07 JAN 2016	07 JAN 2016	

TS-A-000151



**Transportation  
Security  
Administration**

SENSITIVE SECURITY INFORMATION

## PAX4 Standard Pat-Down (SPD) On the Job Training (OJT) Checklist

Key	
Shading	Indication
	Task must be reviewed and/or demonstrated to proficiency and a date placed in the box to indicate TSO met standards.
	Indicates task may not be observable (and does not require a live demonstration), however the OJT Monitor must ensure the TSO can articulate and/or demonstrate the procedure.

TSO Tasks		Review of Task	Meets Standards	Comments
1)	Ask the individual to maintain the shoulder width position, take one step forward, and angle the leading foot outward. The size of the step will vary with each individual. Make sure the stance will allow searching from the top of the inner thigh.	07 JAN 2016	07 JAN 2016	
2)	Ask the individual to step back, and then to step forward with the other leg extended out, with the leading foot angled outward.	07 JAN 2016	07 JAN 2016	
E.	Conduct the Standard Pat-down as described in this checklist.	07 JAN 2016	07 JAN 2016	
F.	If an individual wearing a tight skirt cannot be searched, notify an STSO.	07 JAN 2016	07 JAN 2016	
VII. Standard Pat-down Suspicious Area Resolution				
A.	Resolve suspicious areas (areas where the TSO feels something on the body) as follows:	07 JAN 2016	07 JAN 2016	
1)	If an actual or possible prohibited item is discovered, notify the STSO.	07 JAN 2016	07 JAN 2016	
B.	If unable to tell whether an area on the individual's body is hiding an item:	07 JAN 2016	07 JAN 2016	
1)	Ask the individual if he or she has an item placed in the area and if he or she is able to remove it.	07 JAN 2016	07 JAN 2016	
2)	If the individual removes an item, search the area again to verify there are no other anomalies.	07 JAN 2016	07 JAN 2016	
a.	Divested items must be screened with x-ray or physical inspection.	07 JAN 2016	07 JAN 2016	
3)	Continue the Standard Pat-down.	07 JAN 2016	07 JAN 2016	
C.	If the individual does not remove an item or removal of the item does not clear the area, notify the STSO.	07 JAN 2016	07 JAN 2016	
VIII. Headwear Screening Procedures				
A.	Advise an individual with non-form fitting headwear that if headwear is not x-ray screened, the following screening options are available. This does not apply to individuals eligible for expedited screening who have not alarmed the Walk-through Metal Detector (WTMD) or have not been identified as secreting a prohibited item when undergoing AIT screening.	07 JAN 2016	07 JAN 2016	
1)	If the individual chooses to remove the headwear but will not allow it to be x-ray screened, [redacted] at the WTMD may be conducted.	07 JAN 2016	07 JAN 2016	
2)	If the individual chooses not to remove the headwear:	07 JAN 2016	07 JAN 2016	
a.	A Standard Pat-down of the headwear may be conducted.	07 JAN 2016	07 JAN 2016	
b.	If the individual does not want the headwear to be touched, a Headwear Self Pat-down may be conducted. If the individual has not undergone metal detection screening, a Headwear Self Pat-down is not an option.	07 JAN 2016	07 JAN 2016	
3)	Advise the individual that either a Standard Pat-down of the headwear or a Headwear Self Pat-down may be conducted in a private screening area.	07 JAN 2016	07 JAN 2016	

TSA-000152



Transportation  
Security  
Administration

SENSITIVE SECURITY INFORMATION

PAX4 Standard Pat-Down (SPD)  
On the Job Training (OJT) Checklist

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TSO Tasks		Review of Task	Meets Standards	Comments
B	If the individual chooses to remove the headwear:	07 JAN 2016	07 JAN 2016	
1)	Visually and physically inspect the headwear to make sure no prohibited items are present. Pay particular attention to parts of the headwear thick enough to hide an Improvised Explosive Device (IED) or IED components.	07 JAN 2016	07 JAN 2016	
2)	If no prohibited items are found, the headwear may be cleared.	07 JAN 2016	07 JAN 2016	
C	If the individual chooses not to remove the headwear, opting instead for either a Standard Pat-down of the headwear or a Headwear Self Pat-down, conduct a Standard Pat-down of the headwear or a Headwear Self Pat-down.	07 JAN 2016	07 JAN 2016	
IX. Standard Pat-down of Headwear Procedures				
A.	make sure no prohibited items are present.	07 JAN 2016	07 JAN 2016	
B.	Apply enough pressure to verify that no prohibited items are present.	07 JAN 2016	07 JAN 2016	
X. Headwear Self Pat-down Procedures				
A.	Direct the individual to press down all areas of his or her headwear.	07 JAN 2016	07 JAN 2016	
B.	After the individual has pressed down on all areas of his or her headwear, obtain ETD samples by sampling each of the individual's palms.	07 JAN 2016	07 JAN 2016	
C.	Request that the individual uncover three inches of his or her wrist by unrolling or sliding sleeves or clothing covering the wrist, if possible. With the individual's palm up, take one swipe:	07 JAN 2016	07 JAN 2016	
1)	Lengthwise from three inches above the wrist to the end of the fingertip of the middle finger. If the individual is wearing long sleeves that cannot be uncovered, begin the swipe on the fabric of the sleeve.	07 JAN 2016	07 JAN 2016	
2)		07 JAN 2016	07 JAN 2016	
3)		07 JAN 2016	07 JAN 2016	
4)		07 JAN 2016	07 JAN 2016	
D	If the ETD sample alarms, notify the STSO.	07 JAN 2016	07 JAN 2016	
1)	The individual's headwear must be removed. Offer the individual the opportunity to remove his or her headwear in a private screening area.	07 JAN 2016	07 JAN 2016	
2)	Conduct x-ray examination of the headwear.	07 JAN 2016	07 JAN 2016	
3)	Conduct a Standard Pat-down of the individual.	07 JAN 2016	07 JAN 2016	
XI. Customer Service				



Transportation  
Security  
Administration

SENSITIVE SECURITY INFORMATION

PAX4 Standard Pat-Down (SPD)  
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TSO Tasks		Review of Task	Meets Standards	Comments
A. Communicates with all individuals in a manner consistent with TSA customer service expectations.		07 JAN 2016	07 JAN 2016	
XII. STSO Notification				
A. Notify an STSO if one of the following occur:		07 JAN 2016	07 JAN 2016	
1)	An actual or possible prohibited item identified by an asterisk on the TSA Prohibited/Permitted Items List is discovered.	07 JAN 2016	07 JAN 2016	
2)	A suspicious area cannot be satisfactorily resolved.	07 JAN 2016	07 JAN 2016	
3)	An individual becomes irate or unruly.	07 JAN 2016	07 JAN 2016	
4)	An individual departs the area before completing the screening process.	07 JAN 2016	07 JAN 2016	
5)	An individual requests to speak to an STSO.	07 JAN 2016	07 JAN 2016	
6)	An individual requests a private screening.	07 JAN 2016	07 JAN 2016	
7)	An individual refuses additional screening after causing a WTMD to alarm.	07 JAN 2016	07 JAN 2016	
8)	An actual or possible prohibited item identified by an asterisk on the TSA Prohibited/Permitted Items List is discovered.	07 JAN 2016	07 JAN 2016	
9)	Any circumstance that prevents a TSO from properly conducting the screening function.	07 JAN 2016	07 JAN 2016	